

S-E-C-R-E-T

OFFICE OF TRAINING

NOTICE
NO. 5-57

1 March 1957

25X1A

SUBJECT: [REDACTED] Mail

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1. Normally, all pouch mail going to and coming from [REDACTED] is delivered to the addressee the next work day after it is dispatched by the sender. Occasional delays may be encountered as a result of emergency [REDACTED] schedule changes, technical difficulties or unfavorable weather, but even in such instances the mail is delivered within three work days.

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2. A special delivery service, 24 hours or less regardless of operating circumstances is available for urgent mail. Delivery deadlines in this category must be justified. The service may be obtained at Headquarters by calling the Supply & Services Officer/TR, extension 3735, and at [REDACTED] by calling the Special Services Officer, extension 265.

3. "Special" mail should be so labeled and should show the delivery deadline on the outer wrapper.

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[REDACTED]
MATTHEW BAIRD
Director of Training

Distribution:
All OTR Personnel

This document is part of an integrated file. If separated from the file it must be subjected to individual systematic review.